



## Site and Supervisor Information

### To be completed by supervisor:

Supervisor Name/Title (Print): \_\_\_\_\_

Assignment Location (Print): \_\_\_\_\_

- The above referenced person has a *conditional offer* as a:
    - ☐ Volunteer Role \_\_\_\_\_
    - ☐ Intern/Employment Readiness Participant Program \_\_\_\_\_
    - ☐ Employee (regular/temp) Title \_\_\_\_\_
    - ☐ Contractor Scope \_\_\_\_\_
    - ☐ City Stipend Recipient Program \_\_\_\_\_
  - The above referenced person is subject to a background check because:
    - ☐ The position is assigned to work in a licensed child care facility
    - ☐ The position has unsupervised access to children, developmentally disabled persons or vulnerable adults
    - ☐ The position requires a special police commission
    - ☐ The position is a senior leadership position
    - ☐ The position handles significant amounts of cash
    - ☐ The position has access to confidential identity information
    - ☐ The position has broad, unsupervised access to City facilities after hours
  - Is the above referenced person a current or former Seattle Parks and Recreation Employee? ☐ Yes ☐ No
- If yes, what location? \_\_\_\_\_

### To be completed by Human Resources Staff:

HR Rep initials: \_\_\_\_\_

A criminal background check has been completed for the above referenced person and the supervisor has been notified that based on this check:

- ☐ The applicant may begin working for Seattle Parks and Recreation (note if conditions apply)
- ☐ The applicant may not begin working for Seattle Parks and Recreation



# City of Seattle

Jenny A. Durkan, Mayor

## Seattle Department of Human Resources

Susan L. Coskey, Director

### Authorization for Background Investigation

COS Department: \_\_\_\_\_ Org Number: \_\_\_\_\_ Include Job Bulletin & Resume

#### Disclosure

**Please read this form carefully as it contains your rights as a Consumer.** For the benefit of each stakeholder in the organization including but not limited to ownership, employees, and strategic partners, CITY OF SEATTLE may request a consumer report and/or investigative consumer "report" on you from a Consumer Reporting Agency "CRA" or a third party verification agency/company. CITY OF SEATTLE will use such report(s) solely for employment purposes.

The report is an independent investigation of your background, which pursuant to Section 603 of the Fair Credit Reporting Act (FCRA) may include information regarding your "character, general reputation, personal characteristics, or mode of living." The scope of the report may include information concerning your driving record, civil and criminal court records, education, credentials, credit history (following state guidelines when applicable), identity, past addresses, Social Security Number, substance abuse testing results, workers' comp information, previous employment, and personal references.

If you are denied employment as a result of information obtained from your background check, pursuant to the FCRA, CITY OF SEATTLE will furnish to you the required adverse communications which include a copy of your background report, a summary of your rights under the FCRA, and instructions on how you can dispute inaccurate information contained within the report. CITY OF SEATTLE will procure the report from:

**CRA: A-Check America, Inc. • 1501 Research Park Dr. • Riverside, CA 92507 • Tel. 877-345-2021**

• [www.acheckamerica.com](http://www.acheckamerica.com)

The scope of this Disclosure is all-encompassing allowing City of Seattle to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

I acknowledge receipt of this standalone consumer report disclosure:

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Please do not type in name; your hand-written signature)

#### Authorization

I \_\_\_\_\_ have carefully read and understand this Consumer Disclosure and Authorization. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports to CITY OF SEATTLE in conjunction with my job application. I also authorize disclosure to CITY OF SEATTLE and/or to the background check vendor of information concerning my employment history, earning history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information CITY OF SEATTLE deems pertinent by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; credit bureaus; motor vehicle records agencies; and other applicable sources. I understand that if CITY OF SEATTLE hires me, my consent will apply throughout my employment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to CITY OF SEATTLE's HR Department. I also understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during, or after my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. This Consumer Disclosure and Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by CITY OF SEATTLE. I understand that providing any false information or omitting any material information on my application materials or in the interview process will be sufficient grounds for rejection of the application, or termination of employment whenever discovered.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

#### Please Print:

First Name:	Middle Name:	Last Name:	Maiden Name or Other Names Used:	
<b>(Use full legal name list on your Social Security Card or Passport ID only)</b>				
Present Street Address:		City:	State:	Zip:
Social Security Number:		Driver's License State & Number:		DOB:
Former Street Address (Past 7 Years)		City	State	Zip
Former Street Address (Past 7 Years)		City	State	Zip

Former Street Address (Past 7 Years)	City	State	Zip	From:	To:
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### Consumer Authorization Form (cont.)

- ☐ ☐ Please check box acknowledging receipt of standalone Consumer Report Disclosure.  
☐ ☐ Please check box acknowledging receipt of standalone Investigative Report Disclosure.  
☐ ☐ Please check box acknowledging receipt of standalone Rights under State Consumer Reporting Laws.  
☐ ☐ Please check box acknowledging receipt of the federal Fair Credit Reporting Act Summary of Rights.

☐ **For Washington Only:** Pursuant to RCW §19.182.020, employers may only request a credit report if such is substantially related to a current job or potential job.

A-Check America will need to contact you if additional information is needed to process your Background Investigation. Please provide a cell and/or alternate phone number and email address where we may contact you.

Cell Phone Number:	Alternate Phone Number:
Email Address:	

Are you a current or former Seattle Parks and Recreation Employee? ☐ Yes ☐ No

If yes, what location? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Please do not type in name; your hand-written signature)*

### State Required Notices

**Attention Applicants:** If you are a resident of any of the following states, please review the additional rights afforded to residents of that state.

**California, Minnesota, or Oklahoma:** If a consumer background report is ordered, would you like a free copy of the report mailed to your home? ☐ Yes ☐ No (Note: Employer is required to mail applicant a copy if the box is checked yes.)

**California:** You have the right to access your file as maintained by the Consumer Reporting Agency (CRA) during normal business hours. By submitting proper identification and paying any duplication costs, you have the options of requesting your file via (1) mail [CRA not responsible for report after it leaves premises via mail] (2) in person at the CRA's office during normal business hours and on reasonable notice [you may be accompanied by one other person, provided that person furnishes proper identification] or (3) a summary of the file by telephone. For information regarding the privacy policy of A-Check America, please visit [www.acheckamerica.com/about-us/privacy.aspx](http://www.acheckamerica.com/about-us/privacy.aspx).

**Maine:** If requested, you have the right to be informed if (1) the Company ordered a background report on you and if ordered (2) the name and address of the Consumer Reporting Agency (CRA) furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the CRA's nearest office. In addition, you have the right to request and promptly receive from all such CRAs copies of any such investigative consumer reports.

**Maryland or Oregon:** If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**Massachusetts or New Jersey:** If requested, you have the right to a copy of any background check report concerning you that the Company has ordered. You may contact the Consumer Reporting Agency for a copy.

**Minnesota:** If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

**New York:** You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

**State of Washington:** If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the CRA a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

## FCRA Summary of Rights

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

The federal **Fair Credit Reporting Act (FCRA)** promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to: [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment—or to take another adverse action against you— must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;

- you are unemployed but expect to apply for employment within 60 days.
  - In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
  - **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
  - **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
  - **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
  - **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
  - **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
  - **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
  - **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened offers" for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
  - **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
  - **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

#### FCRA Summary of Rights (cont.)

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center FCRA Washington, DC 20552 (877) 382- 4357

<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St., N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

